

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PARK AND RECREATION RANGER

JOB DESCRIPTION

Employees in this job participate in or oversee the safety, security, and maintenance activities of state parks, recreation areas, or boating facilities. Employees patrol grounds to ensure compliance with Department of Natural Resources rules, laws, and regulations, provide information to the public regarding recreation resources, and maintain parks, recreation, and boating facilities.

There are four classifications in this job.

Position Code Title – Park and Recreation Ranger-E

Park and Recreation Ranger 6

This is the entry level. The employee works under close supervision while learning the duties and responsibilities of a park and recreation ranger.

Park and Recreation Ranger 7

This is the intermediate level. The employee, under general supervision, performs progressively more difficult and varied park and recreation ranger duties.

Park and Recreation Ranger E8

This is the experienced level. The employee performs the full range of park and recreation ranger duties under general supervision, and uses independent judgment in making decisions.

Position Code Title – Park and Recreation Ranger-A

Park and Recreation Ranger 9

This is the advanced level. The employee oversees and participates in the daily operations of a park or separate unit of a park, recreation area, or boating facility for an assigned shift. The employee oversees lower level park and recreation rangers and other seasonal personnel while participating in the work.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Patrols recreation areas on foot and/or by vehicle to monitor users' activities, and maintain a safe and secure environment. May issue citations or process evictions when necessary.

Resolves complaints and responds to emergency.

Develops and maintains good public relations with the general public and law enforcement officers.

Provides information to the public regarding the recreational area and specific points of interest.

Registers campers, assigns boat slips, collects camping and access fees, and sells applicable motor vehicle permits.

Accounts for all money collected and unused permits, and turns in to supervisor for processing.

Prepares bank deposits and reconciles accounts.

Maintains, cleans, and sanitizes public restrooms and other facility buildings using appropriate cleaning supplies.

Mows and cares for lawns using push-type, riding, or tractor mowers.

Trims shrubbery and uses chain saw to remove damaged or undesirable trees.

Operates and maintains heavy equipment including semi-trucks, dump trucks, backhoes, front-end loaders, bulldozers, chippers, and maintenance trucks.

Performs minor building and grounds maintenance tasks using simple hand and power tools such as hammers, saws, paint brushes, or ladders.

Performs minor maintenance on state-owned trucks, tractors, and other motorized equipment.

Traps small animals that are nuisances within the recreational area and releases them in an appropriate location.

Picks up and delivers supplies and other materials.

Maintains records and prepares reports.

May participate in the training of new workers.

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May be required to obtain and maintain first aid and CPR certification.

Performs related work as assigned.

Additional Job Duties

Park and Recreation Ranger 9

Assists in the development of employee work assignments.

Participates in and oversees the work of subordinate personnel.

May be assigned supervisory responsibilities in the absence of the unit supervisor.

Ensures compliance with the safety and regulatory authority vested in the Department of Natural Resources.

Compiles various reports on park and recreational area activities.

Directs, coordinates, and participates in construction and maintenance projects in an assigned geographic area.

Directs the safe operation and maintenance of power and hand tools, and diesel or gasoline powered equipment.

Monitors vehicle and equipment logs, maintains inventory on materials and equipment, and requisitions supplies and materials for various maintenance and repair assignments.

Coordinates fire safety control activities at the work site.

Maintains an effective radio communication system.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the laws, rules, and regulations governing state parks, boating, and recreational areas.

Knowledge of emergency response policies and practices.

Knowledge of the geographical area and points of interest.

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Knowledge of the operation and maintenance of heavy motorized equipment and power tools used for maintenance activities.

Knowledge of building and construction practices.

Knowledge of safety precautions when operating equipment, working near or in water, or in the performance of basic maintenance or construction activities.

Knowledge of park permit and other fee requirements.

Knowledge of computers and their operation.

Skill in using the equipment necessary to provide public safety, and to perform building construction and vehicle maintenance.

Ability to apply and enforce state laws and departmental policies, rules, and regulations governing state park and recreational areas.

Ability to respond to emergencies.

Ability to understand and carry out oral and written instructions.

Ability to meet the public and gain the required cooperation.

Ability to operate a park, harbor, or fee site program.

Ability to communicate effectively and maintain public relations.

Ability to operate various types of construction and maintenance equipment.

Ability to operate two-way radio communication devices.

Ability to make arithmetic computations and account for financial transactions.

Ability to operate a motor vehicle.

Ability to maintain records and prepare reports.

Additional Knowledge, Skills, and Abilities

Park and Recreation Ranger 9

Knowledge of lead worker techniques.

Knowledge of fire and safety control measures.

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Ability to provide directions and train subordinate personnel.

Ability to assist in the management of a state park, recreation, or water access area.

Ability to collect, consolidate, and maintain accurate work records, and to prepare concise reports.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to climb ladders.

The job duties require an employee to walk for extended periods.

The job duties require an employee to stand for long periods.

The job duties require an employee to handle the physical demands of the work including lifting and restraining patients.

The job duties require an employee to lift and move heavy objects.

The job duties require an employee to traverse rough terrain.

Some jobs require an employee to travel.

Education

Educational level typically acquired through completion of high school.

Experience

Park and Recreation Ranger 6

No specific amount or type of experience is required.

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Park and Recreation Ranger 7

One year of experience in a park or recreation setting or one year of experience in the construction trades.

Park and Recreation Ranger E8

One year of experience as a Park and Recreation Ranger 7.

Park and Recreation Ranger 9

One year of experience as a Park and Recreation Ranger E8.

Alternate Education and Experience

Park and Recreation Ranger 7

Completion of at least 8 semester or 12 term college credit hours in natural resources may be substituted for the experience requirements.

Park and Recreation Ranger E8

Completion of at least 15 semester or 22 term college credit hours in park management or outdoor recreation may be substituted for the experience requirements.

Special Requirements, Licenses, and Certifications

Some positions may require commission by the Department of Natural Resources to enforce state parks rules and state laws as specified in Public Act 451 of 1994.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PARKRANGR

Job Code Description

Park and Recreation Ranger

Position Title

Park and Recreation Ranger-E

Park and Recreation Ranger-A

Position Code

PRKRNGRE

PRKRNGRA

Pay Schedule

A02-005

A02-006